

ATHOL PUBLIC LIBRARY GROUP STUDY ROOMS USE POLICY

1. Group Study Rooms are intended for groups, defined as two or more users actively using the room.
2. When not reserved, rooms are available on a first come, first served basis.
3. Patrons can book two sessions at a time. Sessions are two hours in duration.
4. Longer sessions will be addressed on a case by case basis.
5. No permanent weekly sessions.
6. All sessions will be booked by the library staff via Library Insight (including walk-ins).
7. The room will be released to another user if the patron is 15 minutes late.
8. The rooms should remain unlocked when people are inside.
9. Users are responsible for their personal property at all times, and should never leave items unattended. The Library is not liable for loss or damage to personal property.
10. Users of the Group Study Rooms must clean up after themselves and leave the room in good condition for the next users.

Approved by the Library Trustees 19 March 2014